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Sites Offer Free Resume Templates and Cover Letter Examples to Help Land Jobs

The economy may be in flux, but one thing hasn't changed: Employers still expect applicants to submit an expertly formatted resume, complete with a cover letter, if they want to be seriously considered for a job.

BLUE LAKE, CA, October 09, 2008 **/24-7PressRelease/** -- Savetz Publishing, Inc. now offers two Web sites of use to job-seekers: resume templates at InstantResumeTemplates.com and cover letter examples at CoverLetterExamples.net. (Besides dozens of employment-related cover letters, the latter site also includes letters to accompany scholarship applications, college admissions and various other situations.)

All of the resume templates and cover letter examples can be instantly downloaded and printed for free in .DOC format. The files are fully editable in Microsoft Word and most other word processing programs.

"Competition for jobs is stiff, and the applicants who stand out will be the ones who have made sure to highlight their skills on a professional-looking resume accompanied by a well-written cover letter," said Kevin Savetz, the sites' creator. "InstantResumeTemplates.com and CoverLetterExamples.net are designed to make that part of the job hunt easier."

InstantResumeTemplates.com has dozens of sample resumes ready for job-seekers to customize. Some are chronologically organized and very professional resumes, well others are more creative and informal. Several of the designs are also appropriate for academic use. They are all available in both letter and A4 sizes.

The cover letter examples cover a wide variety of situations, from career change to responding to an online job posting. There are also several articles on CoverLetterExamples.net with tips and advice on cover letter formatting, etiquette and other important details.

The sites were created by Savetz Publishing, Inc., a company that creates high-quality, content-driven web sites.

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